

## **Minutes of the Finance Committee**

**Wednesday, February 18, 2004**

Chair Haukohl called the meeting to order at 8:45 a.m.

**Present:** Supervisors Pat Haukohl (Chair), Don Broesch, Bonnie Morris, Jim Behrend, Genia Bruce, and Joe Griffin. **Absent:** Joe Marchese.

**Also Present:** Legislative Policy Advisor Mark Mader, Parks Systems Manager Jim Kavemeier, Parks & Land Use Director Dale Shaver, Public Works Director Rich Bolte, Sheriff Dan Trawicki, Jail Administrator Mike Giese, Correctional Facility Manager Meg Schnabl, Inspector Bob Johannik, Building Projects Manager Dennis Cerreta, Administration Director Norm Cummings, Principal Financial Projects Analyst Bob Ries, Accounting Services Manager Larry Dahl, Risk Management Administrator Laura Stauffer, and Budget Specialist Linda Witkowski.

### **Approve Minutes of February 4, 2004**

MOTION: Morris moved, second by Broesch to approve the minutes of February 4. Motion carried 6-0.

### **Announcements**

Haukohl apologized because a quorum of any standing committee could not attend Monday's Executive Committee meeting because it wasn't posted on their agenda to allow that. It was an oversight by Chair Dwyer. She noted that Behrend had to be turned away because there were already three Finance Committee members present. Haukohl said she will be talking to District Attorney Paul Bucher and Corp Counsel Tom Farley to determine when and where this disclaimer is necessary and whether it should be put on all committee agendas.

### **Executive Committee Report**

Haukohl said Senator Kanavas was present at the last Executive Committee meeting to discuss Joint Assembly Bill 55, a complicated piece of legislation that Haukohl termed a bureaucratic nightmare, which amends the state constitution and is commonly referred to as the Taxpayer's Bill of Rights. Kanavas advised that a workgroup would be formed on the state level to make it applicable to Wisconsin. Chair Dwyer was asked to be part of the workgroup but he recommended Administration Director Norm Cummings. On another issue, UW-Extension Director Marcia Jante discussed the Haertel Field and Phoenix Heights Neighborhood Revitalization Strategy Evaluation Report. They also discussed and considered ordinances 158-O-137, 138, 139, and 140, also on this agenda.

### **Schedule Next Meeting Dates**

March 3.

**Ordinance 158-O-136: Approve Land Use Permit to Village of Sussex for Construction, Operation, and Maintenance of a Storm Sewer and Sidewalk Within Waukesha County Bugline Recreation Trail Right-of-Way**

Kavemeier said this ordinance involves improvements made to Maple Lane in the Village of Sussex. They are extending storm sewers and sidewalks in that area and along the Bugline Recreation Trail right-of-way. A small land use permit fee of \$220 will be charged to the Village and placed in the Tarmann Parkland Acquisition Fund.

MOTION: Behrend moved, second by Bruce to approve ordinance 158-O-136. Motion carried 6-0.

**Ordinance 158-O-137: Authorize Sale of Waukesha County Property on Aviation Drive to Fiduciary Real Estate Development, Inc.**

Kavemeier said this ordinance involves selling a County owned 0.36-acre parcel to Fiduciary Real Estate Development, Inc. for the fair market value price of \$48,600. The proceeds will be placed in the Tarmann Parkland Acquisition Fund. He noted that this sale would not adversely impact the development potential of the remaining County-owned parcel, located along Aviation Drive, to be used for future government center purposes. The 0.36-acre parcel is being sought by the developer to provide a driveway to the north and parking for their condo developments and it will enable them to build two additional units (not buildings).

Haukohl said she received a phone call from Supervisor Rodell Singert about concerns by Airport Manager Keith Markano with regards to condo height issues and federal regulations, and that Markano was never contacted about this. Singert was concerned that this area was too wet to allow the development, and he feels the County should keep this as our own egress area. Shaver reiterated that this will not adversely impact development of the remaining parcel which he explained further. The entire area was well planned for years ago with regards to future use. He said it is a wetland area and the developers have designated an area to be preserved as open space. The development will also coincide with proper stormwater management. Shaver said the County has had, for many years, an Airport Zoning Code. Within this Code is a map that delineates safety zones for the Airport approaches. It sets height restrictions and these condos will be in compliance with those restrictions. Shaver noted that this area is zoned residential by the City of Waukesha and has been since at least 1975. He advised that the County Board has no authority under the Code to prohibit the developer from building the condos. With regards to Markano not being notified, Shaver said the Code includes height restrictions, as it has for decades, and staff should be aware of them. Shaver said it is Markano's concern that this is incompatible land use. Shaver said the Master Plan for the Airport shows this area as institutional and wetland, as noted by the consultant who was hired to draw up the plan. However, this was an inaccuracy and apparently was never caught by Airport staff years ago. The City's website shows that it is in fact zoned residential.

A debate ensued as to whether the sale of this parcel was worth the \$48,600 due to noise from the airport and the possibility of future retributions made by the residents and/or the developers. Some argued that the developers knew what they were getting into when they decided to build the condos at that site, near the airport, and it's not the only residential area in runway paths. Kavemeier noted that the condos will be built whether or not this ordinance is approved. Shaver added that on a legal standpoint, there's nothing standing in the way of this development.

MOTION: Broesch moved, second by Behrend to approve ordinance 158-O-137. Motion carried 6-0.

**Ordinance 158-O-138: Amend Capital Project 200108, Justice Facility to Modify Scope and Permit Acceptance of Bid Alternates Nos. 2 and 5**

MOTION: Behrend moved, second by Bruce to approve ordinance 158-O-138.

Schnabl distributed copies of “Jail Expansion – Rubber Flooring Alternate,” and “Third Floor Options Building C” along with copies of the affected floor plans. Trawicki said this ordinance addresses two issues. One is rubber flooring and the other is a change to the roof / floor as an option for a new jail.

Trawicki passed around a sample of the rubber flooring. He said the change they are requesting is what was originally in the plan but had to be removed when there were cost overruns. Also, this is the flooring they currently have in the existing Justice Center and it’s in there for specific purposes. It’s requires less maintenance, it’s safer and more durable, it’s more soundproof, and it has a longer life.

Trawicki, referring to the roof issue, said this was also in the original plan and, again, because of cost overruns they were forced to remove it. Costs were built in for the substructure to support a third floor. That’s already there so what they’re looking at are possibilities for the future to expand the jail if and when necessary. What they need now are funds for the structure at ground level to support a third floor. This would give them the potential to add 17,500 square feet of space in the future if needed and perhaps save millions of re-construction dollars.

Trawicki said the best estimate they got for the roof structure change was \$105,000. Haukohl referred to the fiscal note and said this would bring them down from a 6.7% contingency to a 6% contingency remaining for this larger project. Bolte felt it was premature to take funds from the contingency fund to do, what he believes, are not contingencies. He said they are additions and the jail could function without them. While he could not guarantee they will need every penny from the contingency for this project, he also did not want to come before the County Board in the future asking for more money because of unanticipated costs.

Trawicki said we know from past committee meetings that the typical contingency built into a project by County standard is 4%. He believes, and rightfully so because of its magnitude and potential excavation problems, that the contingency was doubled to around 8%. Trawicki said for the most part, we’re past the point of having any big problems that could use up a large portion of that contingency. While it’s reasonable to expect unanticipated problems to arise, he feels it’s unreasonable to expect it would be of large magnitude. Trawicki stated if this goes through they are still 2% over the normal full contingency for a start up project. He feels it is very appropriate to use contingency for this purpose. Cerreta distributed copies of, and highlighted, “Justice Center Expansion Change Order Request Log” which listed those items that have already come out of the contingency fund.

Haukohl felt this was a “no brainer” for future expansion purposes, primarily because we could save \$4 million in future costs. Trawicki agreed and said the cost to start over later and break

ground right next to it would be huge. Behrend said “we would be fools not to approve this” ordinance and Broesch agreed. Broesch added that he felt this was very well thought out and commended Sheriff’s staff.

Motion carried 6-0.

**Ordinance 158-O-139: Authorize Redemption of General Obligation Promissory Notes, Series 1997, Dated June 1, 1997 and Amend 2004 Adopted Budget to Appropriate Additional Funds to Redeem the Notes**

Cummings distributed copies of “General & Special Revenue Funds – Expenditures, Undesignated Fund Balance.” Cummings reviewed the County’s fund balance policy. He noted that the average coupon rate for the next two years of the 1997 bond issue series (2005 and 2006) is 4.7%. This year’s bond issue will be less than 3.5%. Cummings said back in October, we looked at using fund balance to either reduce our current issue if rates were high, or use it against this 1997 issue because it’s a good use of our money. The fiscal note shows \$113,000 in savings which is present value. Cummings said Mader had suggested showing future value and Haukohl agreed. Future savings will total about \$685,238 in interest charges and this will be listed in their budget. With regards to the issue they’re paying down, \$2 million is due this year and was levied for last year, and \$2.8 million will come from the general fund balance for a total of \$4.8 million. Cummings indicated this will be paid June 1 and will allow us to save on interest. Cummings said they will be more aggressive with paying the new issue. The shorter you borrow the money, the lower the risk to the people borrowing it whereby the rates go down. Therefore, we will get a lower rate when we go out to bid.

MOTION: Griffin moved, second by Behrend to approve ordinance 158-O-139. Motion carried 6-0.

**Ordinance 158-O-140: Transfer Carryover Funds from 2003 Unexpended Appropriations to 2004 Budgeted Appropriations**

Ries and Dahl reviewed the ordinance as outlined which included information on the department requesting the carry over, the amount approved, project, and justification. The total to be carried over to 2004 budget appropriations is \$2,412,593. Dahl said this compares to about \$2.2 million carried over from 2002 to 2003 accounts.

MOTION: Broesch moved, second by Behrend to approve ordinance 158-O-140. Motion carried 6-0.

**Year-End Claims and Worker’s Compensation Report**

Newcomb distributed revised copies of his report entitled “Waukesha County Worker’s Compensation 1999 – 2003 Claims History Summary.” At the end of 2003, 92 claims had been opened and 32 remained open. The total incurred in 2003 was \$255,142. Newcomb went on to highlight some of the larger claims.

Stauffer discussed her 2003 year-end report as outlined. There were a total of 19 general liability claims opened in 2003 and 5 remained open at year-end. The total incurred was \$12,916. Regarding auto liability, 40 claims were opened and 9 remained open. The total incurred was

\$47,031. A total of 33 auto physical damage claims were opened and 12 remained open. The total incurred was \$53,076. With regards to property damage claims, 34 were opened and 4 remained open at year-end. The total incurred was \$26,851. Stauffer highlighted some of the larger claims.

Stauffer referred to year-end pie charts which included information on total incurred losses by department. The Sheriff's Department had the highest amount of incurred losses in each claims category except property damage, of which, the Parks & Land Use Department had the highest total. The top five departments with the highest amount of incurred losses over a five-year period (1999-2003) are as follows: Sheriff (\$1,968,613); Public Works-Highway Operations (\$553,672); Parks & Land Use (\$407,031); Health & Human Services (\$259,877); and Public Works-Building Operations (\$242,106). Stauffer advised of areas where they have seen cost decreases and they continue to work with departments on safety issues, in particular, with regards to Worker's Compensation.

MOTION: Behrend moved, second by Morris to accept the claims reports. Motion carried 5-0. Broesch was absent for the vote.

#### **Capital Projects Cost Performance Report and Approve Closeout Reserves**

Witkowski discussed her report entitled "Capital Projects 2003 Year-End Report" which included information on project status, percent complete, original appropriation, and project balance.

MOTION: Behrend moved, second by Griffin to abandon Capital Project 20026 to install GIS transmitters on all County-owned snow plows. Motion carried 6-0.

Behrend noted that Director Bolte had said at a recent Public Works Committee meeting that he could not justify the cost (\$350,000) even though he supports the concept. Staff will work on recovering the \$87,000 already spent on testing. Apparently, the vendor oversold the system with regards to what it could do.

MOTION: Bruce moved, second by Griffin that the highway project reserve account be increased \$15,000 for Capital Project #9121 CTH YY-CTH W-CTH VV. Motion carried 6-0.

The funds are necessary due to bills that may be received after the project is completed for work funded in part with federal and state aid. After the funds are reserved, the project will be closed.

#### **Announcements (continued)**

Haukohl said the WCA Annual Legislative Exchange was very worthwhile. The agenda included discussions with various legislators and there were three separate roundtable discussions. The first was Tomorrow's Educated Workforce and County Executive Finley participated in this one. The second was Inside the Press Room and included a dialogue with governmental reporters and how to talk to reporters. The last was a legislative leadership forum with four legislators from the Assembly and Senate. They discussed the Taxpayer's Bill of Rights (TABOR) issue and how this would affect counties. Also, Carol Hedges from the Bell

Policy Center of Colorado spoke on the TABOR bill and how it affected Colorado. Jim Dwyer, Dick Manke, and she also visited various legislators to discuss the TABOR bill.

### **Information Management Panel Update**

Bruce said the Justice System Integration (Protect System) project will be installed the third week of May, 2004. Information Systems staff is working with the State to develop data conversion tables. The scheduling module will cost \$40,000 and will be delivered February 27, 2004 for testing and the go live date is May, 2004. The Protect System lacks the ability to transfer citations to CCAP so the courts will have to manually enter the data. This may impact them by 1 FTE position.

Regarding Wisconsin SACWIS, the State Department of Health & Family Services rejected the County's suggestion to allow the County to interface with their system. It would cost the County approximately \$350,000 a year if it isn't installed because we would forfeit IV-E Child Support money. We've decided to move forward with the integration of SACWIS into the County automated Health & Human Services system environment. The system must go live June, 2004. The state is offering a 50% offset for costs associated with integrating SACWIS with the County system so we will be going after those dollars.

With regards to the replacement system for tax records end listing, an RFP went out to do an analysis of the business practices in the Treasurer's and Register of Deeds offices. This will be done to give recommendations for business changes to the departments so the business flow matches more with the Easy Access software.

There are three new web projects: online bidding, land information upload, and the Parks & Land Use Department web page. Online bidding allows bid information to be posted to the County's website and it allows companies to bid on projects online. The Land Information upload allows GIS information for new parcels of land to be uploaded and downloaded from the municipalities. The Parks & Land Use web page project converts the department's web page to the county standard.

Everything is on track with the Waukesha Communications Center and the Jail Records Management system is up and running. The Police Records component went live January 27 and the new dispatchers are going through training. The go live date for CAD and dispatch is May 22, 2004. LAKES is expected to go live in July, 2004 and the City of Brookfield will go live in November, 2004. The panel members toured the center.

MOTION: Broesch moved, second by Griffin to adjourn at 12:14 p.m. Motion carried 6-0.

Recorded by Mary Pedersen, Legislative Associate.

Respectfully submitted,

Joseph F. Griffin  
Secretary